

Minutes of the Finance Committee

The Finance Committee of the McLean County Board met on Wednesday, March 6, 2013 at 4:30 p.m. in Room 400 of the Government Center, 115 East Washington Street, Bloomington, IL.

Members Present: Chairman Owens, Members Wollrab, Rankin, Soeldner, and Erickson

Members Absent: Member O'Connor

Other Members Present: None

Staff Present: Mr. Bill Wasson, County Administrator; Ms. Hannah Eisner, Assistant County Administrator and Ms. Judith LaCasse, Recording Secretary, County Administrator's Office

Department Heads/
Elected Officials
Present:

Mr. Walt Howe, Health Department Administrator; Ms. Becky McNeil, County Treasurer; Ms. Michelle Anderson, County Auditor; Mr. Matt Riehle, Director, Nursing Home; Kathy Michael, County Clerk; Mr. Jason Chambers, State's Attorney; and Mr. Will Scanlon, Trial Court Administrator-11th Circuit Court

Others Present: Ms. Cathy Dryer, Fiscal Services Supervisor, Health Department

Chairman Owens called the meeting to order at 4:34 p.m.

Chairman Owens presented the minutes of the February 6, 2013 Finance Committee Meeting and the January 15, 2013 Stand-up Meeting for approval.

Motion by Rankin/Wollrab to Approve the Minutes of the February 6, 2013 and the January 15, 2013 Stand-up Finance Committee meetings.

Motion carried.

Chairman Owens presented the County Recorder's Monthly Report as submitted by Mr. Lee Newcom, County Recorder. There were no questions on the report.

Mr. Walt Howe, Health Department Administrator, presented a request for approval of an Ordinance of the McLean County Board Amending the 2013 Combined Appropriation and Budget Ordinance for Fund 0107 – AIDS/Communicable Disease Control Fund. He explained that the McLean County Health Department was awarded a \$75,000 grant for HIV Prevention Services through the Illinois Department of Public Health. The grant was received after the completion of the 2013 budget and covers the time period of October 1, 2012 through June 30, 2013. Mr. Howe stated that this budget amendment is for the remaining amount of the grant that will be used in 2013.

Mr. Howe reminded the Committee that this grant program for a budget amendment in Fiscal Year 2012. The grant program runs from October 2012 to June 30, 2013. He indicated that this amendment is for the balance of that grant. Mr. Howe stated that this allows the Health department to provide community prevention HIV services to hard to reach populations. Clinic hours will be expanded two days a month in the evenings and will provide testing services and medical nursing supplies.

Mr. Erickson asked if there is any data collected to determine if this has been successful. Mr. Howe replied that data is collected, though much of it is confidential information. He added that information is collected on the services provided and tests that are given, including positive results. Mr. Howe noted that it is difficult to determine impact because a lot of it is long range.

Mr. Soeldner asked if this is unique to McLean County or is there a large amount of money awarded throughout the state, or is it because when you apply for the grant they like what the County is doing. Mr. Howe replied that they like what the County is doing plus this community has a large number of positives so it is an area that they are targeting for service.

Motion by Soeldner/Wollrab to Recommend Approval of an Ordinance of the McLean County Board Amending the 2013 Combined Appropriation and Budget Ordinance for Fund 0107 – AIDS/ Communicable Disease Control Fund.
Motion carried.

Mr. Howe presented a request for approval of an Ordinance of the McLean County Board Amending the 2013 Combined Appropriation and Budget Ordinance for Fund 0106 – Family Case Management Fund. Mr. Howe indicated that the Health Department was recently approached by the Illinois Prairie Community Foundation who awarded the Health Department with an \$11,904 grant from the Illinois Prairie Community Foundation Women to Women Fund to fund a program called “Advocating for Smiles.” He noted that the time period of the program will be March 1, 2013 through December 31, 2013.

Mr. Howe stated that preterm birth rates and low birth weight babies are the leading perinatal problems in the United States and recently released data shows that McLean County has the fourth highest number of Medicaid preterm birth rates in the State of Illinois. He indicated that research has shown that there is an association between oral health, which can be significantly impacted during pregnancy, and preterm/low birth weight outcomes. Mr. Howe advised that the "Advocating for Smiles" program hopes to improve the statistics by providing 1,200 pregnant women with oral health care resources, offering the participants an opportunity to participate in an oral health education session, and providing 30 high risk pregnant women with oral health exams. The program seeks to establish a baseline for oral health care needs of Medicaid pregnant women enrolled in WIC/FCM. The \$11,904 will be used to purchase supplies for the dental kits and to provide the 30 high-risk pregnant women with a dental cleaning and exam.

Motion by Wollrab/Rankin to Recommend Approval of an Ordinance of the McLean County Board Amending the 2013 Combined Appropriation and Budget Ordinance for Fund 0106 – Family Case Management Fund.

Motion carried.

Ms. Becky McNeil, County Treasurer, presented the Financial Reports for the period ending February 28, 2013, as distributed. She advised that February was a good month and we are experiencing a positive trend.

Ms. McNeil reviewed the Summary of Tax Vouchers for Sales, Income, Local Use and Personal Property Replacement Tax. She stated that receipts came in higher than 2012 by 10.1%. The total Year to Date was 11.8% above where we were last year for the first two months. Ms. McNeil advised that the County is currently 5.0% over budget. She indicated that she was hoping to have some numbers for March as March figures will reflect the results of Christmas.

Ms. McNeil reviewed the Investment Report, which continues to hold steady. She indicated that she continues to negotiate with the banks to waive fees. Ms. McNeil noted that a couple of these accounts were changed to non-interest bearing accounts. She reported that the total of all funds is \$38,637,530.44.

Ms. McNeil reviewed the State of Illinois Receivables outstanding as of February 28, 2013. She stated that she is very pleased with where the receivables are right now, except with the State Income Tax Fund. Ms. McNeil added that it is very likely that a large portion of that \$740,631.00 won't be received in the month of March. She noted that we may get one of those payments, but if that receivable is not satisfied by the end of March that revenue cannot be recognized in 2012 and it will be deferred to 2013.

Ms. McNeil indicated that we are waiting for about \$1.1 million in receivables related to 2012.

Ms. McNeil stated that she did not do a breakdown on the Health Department at this time, as it is more complex with multiple receivable lines to go across. She advised that the County is currently waiting on \$1.2 million. The receivables due for 2013 are 124,883.30. Ms. McNeil indicated that the reason Probation appears to be caught up with \$125,000 receivables related to 2012 and \$64,000 related to 2013 is because we have exhausted our allocation and will not receive any more funds out of the state fiscal year.

Mr. Erickson asked if the trend is good. Ms. McNeil replied that the fact that we are running this far ahead of last year is a good trend. She noted that the County has slowly been moving up. Ms. McNeil stated that it took two years to fall really fast and really deep, but we have been moving up slowly, which is part of the trend. Mr. Wasson added that the most recent municipal projections show about a 13% increase in income tax revenue over the past fiscal year.

Mr. Soeldner asked what the Highway number is. Ms. McNeil replied that it is a grant reimbursement from DCEO, which was received just yesterday.

Motion by Rankin/Wollrab to accept and place on file the Month-end Financial Reports from the County Treasurer's Office for the month ending February 28, 2013, as submitted.

Motion carried.

Chairman Owens asked if there were any questions or comments. Hearing none, he thanked Ms. McNeil.

Ms. Michelle Anderson, County Auditor, presented two requests that can be acted upon together. The first is a request for approval of an Ordinance of the McLean County Board amending the 2012 Combined Annual Budget and Appropriation Ordinance (Reappropriation of outstanding unliquidated encumbrances at the close of 2012). The second item is a request for approval of an Ordinance of the McLean County Board amending the 2013 Combined Annual Budget and Appropriation Ordinance (Reappropriation of outstanding unliquidated encumbrances at the close of 2012). Ms. Anderson noted that these are yearly housekeeping items. Ms. Anderson stated that the first action item is moving money from the 2012 budget and the second item is adding money into the 2013 budget.

Motion by Soeldner/Rankin to Recommend Approval of an Ordinance of the McLean County Board Amending the 2012 Combined Annual Budget and Appropriation Ordinance (Reappropriation of Outstanding Unliquidated Encumbrances at the close of 2012); and to Recommend Approval of an Ordinance of the McLean County Board Amending the 2013 Combined Annual Budget and Appropriation Ordinance (Reappropriation of Outstanding Unliquidated Encumbrances at the close of 2012).
Motion carried.

Mr. Matt Riehle, Director, Nursing Home, reviewed the Nursing Home Monthly Report. He stated that the census for February will be 144 residents. There are 147 residents today.

Chairman Owens asked if there were any questions or comments. Hearing none, he thanked Mr. Riehle.

Ms. Kathy Michael, County Clerk, reviewed her January 2013 Monthly Report. She distributed a corrected monthly report. She pointed out that "Take Notices" figures were reversed in the report in the Packet. Ms. Michael noted that some figures are up in January 2013 as compared to January 2012. She added that they are ahead of schedule in the tax extension.

Mr. Erickson asked how the process to merge the Recorder's Office into the County Clerk's Office is going. Ms. Michael replied that she is confident that this merger will be successful. She indicated that there isn't really anything that can be done until December 31st. Ms. Michael added that County Clerk staff will continue to go to sessions and conferences, and they are having people come in to provide training on how to be a Recorder. She stated that the County Administrator's has taken a positive step towards that conclusion. Ms. Michael concluded that it is going to work.

Chairman Owens asked if there were any additional questions or comments. Hearing none, he thanked Ms. Michael.

Ms. Hannah Eisner, Assistant County Administrator, reviewed the list of critical personnel position requests which have been received by the County Administrator's Office through February 28, 2013. All positions listed below are budgeted and funded through the end of FY 2013. Ms. Eisner distributed an updated list to the Committee as an additional vacancy was received after the packet went out.

Circuit Clerk

- 1) Request to fill 1 FTE Office Support Specialist I position that has been vacated.

The resignation of 1.0 FTE Office Support Specialist I has created a vacancy in the Small Claim's Division of the Circuit Clerk's office. The vacated position is primarily responsible for initiating al new AR, SC and LM cases; including forcible detainers, detinues and replevins; assessing costs for each new case, applying and receipting bond postings and releases; entering initial appearance dates in EJS; issuing summons; filing and other duties as assigned. Given the reductions in staff necessitated by budget cuts in prior years, the work of this position cannot be redistributed to remaining staff.

Health Department

- 1) Request to fill 1.0 FTE Office Support Specialist 1 positions in the WIC program.

The termination of 1.0 FTE Office Support Specialist 1 has created a vacancy in the WIC program in the Health Department. The WIC program serves McLean county's most vulnerable low income population: infants, children up to the age of five and pregnant women. The program also assists the Family Case Management program by enrolling clients, performing case management referrals, assisting the immunization program with appointments and supporting the dental program through client check in and out procedures. The program funding for WIC is dependent on caseload achievement. This division must maintain four OSSI staff positions to sustain program growth and client load. A reduction in OSS 1 positions within the programs would result in seeing fewer clients per day, effectively reducing the caseload achieved rate and putting funding in jeopardy.

Circuit Court

- 1) Request to fill 1.0 FTE Circuit Court Secretary

The retirement of 1 FTE Circuit Court Secretary has created a vacancy in the Circuit Court. There are currently 10 FTE court secretaries serving 13 judges. Circuit Court secretaries are responsible for data entry in the case management system, coordinating scheduling for judges, preparing orders and other legal memoranda, coordinating jury calendars with other justice system offices and providing information to the public and attorneys via phone, email and in person. Circuit Court secretaries are also tasked with assisting with the oversight of the judicial libraries, department budget, scheduling marriages and other administrative tasks.

Auditor's Office

1) request to Fill a 1.0 FTE Accounting Specialist II position that has been Vacated.

The resignation of an Accounting Specialist II has created a vacancy in the Auditor's Office. The Auditor had a 1.0 FTE professional staff position reduction in the 2010 budget cycle and another 1.0 FTE professional staff position reduction in the May, 2010 budget cuts. The workload of the 2.0 FTE reductions was redistributed between the County Auditor and her three remaining staff members. The vacated position is responsible for completion of advanced financial record-keeping activities and functions including but not limited to: the payment of accounts payable, review and recording of purchase orders and encumbrances, maintenance of fixed asset records, maintenance and set-up of vendor files, and production and analysis of periodic and special expenditure reports. This position requires considerable independent judgment and knowledge of accounting principles, methods and procedures. This position is necessary to provide sufficient personnel to insure the Auditor's Office fulfills its statutory obligations.

Nursing Home

1) The following positions were vacated and refilled pursuant to the patient care exemption: 2 FTE Certified Nursing Assistants and 1 FTE Building Maintenance Worker.

Motion by Wollrab/Rankin to Recommend Approval of the
Critical Personnel Hiring Requests.
Motion carried.

Mr. Bill Wasson, County Administrator, presented a request for approval of Emergency Appropriation Ordinances for Fiscal Year 2012 Year-End Adjustments. The first is a request for approval of an Emergency Appropriation Ordinance Amending the McLean County Fiscal year 2012 Combined Annual Appropriation and Budget Ordinance (General Fund 0001 – Bloomington Elections Commission/City Elections 0048/0053). Mr. Wasson noted that due to the fact that only one line item in that budget is controllable so there is no flexibility for additional funding. The total cost of personnel in that line item was under-estimated. Other line items have no flexibility by statute, so the General Fund is the only source of funding available.

Motion by Rankin/Wollrab to Recommend Approval of an Emergency Appropriation Ordinance Amending the McLean County Fiscal Year 2012 Combined Annual Appropriation and Budget Ordinance (General Fund 0001 – Bloomington Elections Commission/City Elections 0048/0053).
Motion carried.

Mr. Wasson presented a request for approval an Emergency Appropriation Ordinance Amending the McLean County Fiscal Year 2012 Combined Annual Appropriation and Budget Ordinance (McLean County GIS Fees Fund 0167 – County Recorder/Legal Records Documentation 0006/0008). He explained that these are the GIS documentation fees relating to the GIS Fund. It is an acknowledgement of what was received and what was expended.

Motion by Soeldner/Rankin to Recommend Approval of an Emergency Appropriation Ordinance Amending the McLean County Fiscal Year 2012 Combined Annual Appropriation and Budget Ordinance (McLean County GIS Fees Fund 0167 – County Recorder/Legal Records Documentation 0006/0008).
Motion carried.

Mr. Wasson presented a request for approval an Emergency Appropriation Ordinance Amending the McLean County Fiscal Year 2013 Combined Annual Appropriation and Budget Ordinance (McLean County Recorder Document Storage Fund 0137 – County Recorder/Legal Records Documentation 0006/0008). He stated that these are dedicated expenditures that were anticipated and made in 2012, but were not expensed before the close of the 2012 books, so they were expensed in 2013.

Motion by Rankin/Wollrab to Recommend Approval of an Emergency Appropriation Ordinance Amending the McLean County Fiscal Year 2013 Combined Annual Appropriation and Budget Ordinance (McLean County Recorder Documentation Storage Fund 0137 – County Recorder/Legal Records Documentation 0006/0008).
Motion carried.

Mr. Wasson presented a request for approval an Emergency Appropriation Ordinance Amending the McLean County Fiscal Year 2012 Combined Annual Appropriation and Budget Ordinance (McLean County Nursing Home Fund 0401). He noted that this is in recognition of the receipt of Public Aid funds and the expenditures that have been made.

Motion by Soeldner/Erickson to Recommend Approval of an Emergency Appropriation Ordinance Amending the McLean County Fiscal Year 2012 Combined Annual Appropriation and Budget Ordinance (McLean County Nursing Home Fund 0401).

Motion carried.

Mr. Wasson presented a request for approval an Emergency Appropriation Ordinance Amending the McLean County Fiscal Year 2012 Combined Annual Appropriation and Budget Ordinance (General Fund 0001 – County Clerk 0005; Elections 0006 and Records 0007). He advised that this is in recognition of HAVA Grant associated expenditures.

Motion by Wollrab/Rankin to Recommend Approval of an Emergency Appropriation Ordinance Amending the McLean County Fiscal Year 2012 Combined Annual Appropriation and Budget Ordinance (General Fund 0001 – County Clerk 0005; Elections 0006 and Records 0007).

Motion carried.

Chairman Owens called for a motion to go into *Executive Session*, with the Committee Members; Administration Staff; State's Attorney, First Assistant State's Attorney, Civil Division; and outside attorney to discuss Pending Litigation and Collective Bargaining.

Motion by Rankin/Wollrab to Recommend the Finance Committee go into *Executive Session* at 5:02 p.m. to discuss Pending Litigation and Collective Bargaining with the Committee Members, Administration Staff, State's Attorney, Assistant State's Attorney, and Outside Attorney.

Motion carried.

Motion by Wollrab/Soeldner to recommend the Finance Committee return to *Open Session* at 6:00 p.m.

Motion carried.

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Chairman Owens presented the February 28, 2013 Finance Committee bills for review and approval as transmitted by the County. The Finance Committee bills include a Prepaid Total of \$1,559,988.05 and a Fund Total that is the same.

Motion by Wollrab/Erickson to recommend approval of the Finance Committee bills as of February 28, 2013 as recommended by the County Auditor.
Motion carried.

Chairman Owens presented the February 28, 2013 Nursing Home bills for review and approval as transmitted by the County Auditor. The Nursing Home bills include a Prepaid Total of \$454,237.75 and a Fund Total that is the same.

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Motion by Soeldner/Erickson to recommend approval of the Nursing Home bills as of February 28, 1013 as recommended by the County Auditor.
Motion carried.

There being nothing further to come before the Committee at this time, Chairman Owens adjourned the Finance Committee at 6:04 p.m.

Respectfully Submitted,

Judith A. LaCasse
Recording Secretary

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